

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES *
2. AMENDMENT/MODIFICATION NO. PR-HQ-00-10661/0001	3. EFFECTIVE DATE 07/14/00	4. REQUISITION/PURCHASE REQ. NO. PR-HQ-00-10661	5. PROJECT NO. (If applicable)	
6. ISSUED BY Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460		7. ADMINISTERED BY (If other than item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(T)	9A. AMENDMENT OF SOLICITATION NO. PR-HQ-00-10661	
		T	9B. DATED (SEE ITEM 11) 06/23/00	
			10A. MODIFICATION OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(T)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See page 2.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) RACHEL SCHWARTZ	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

1. The purpose of this amendment is to:

1) Modify clause G.1, ORDERING BY DESIGNATED ORDERING OFFICERS, paragraphs 1(c) and 1(d) to change the number of calendar days from 10 to 3.

2) Modify clause H.32, EPA REGIONAL CROSSOVER, to include Region 8.

3) Modify Attachment 2, Technical Proposal Instructions, to **EXCLUDE** the Quality Management Plan and the Past Performance questionnaires from the 50-page limitation.*

4) Modify Attachment 2, Technical Proposal Instructions, to delete the reference to the Section L clause, LABOR CLASSIFICATIONS, in paragraph 3, Personnel Qualifications.*

5) Modify schedules 1.A1, 1.A2, 1.A3, 2.A1, and 2.A2 of Attachment 3, Cost Proposal Instructions, to indicate the correct contract year in the cost heading.

6) Provide a list of attendees, notes, and questions and answers from the Region 7 Preproposal Conference held July 6.

7) Provide the historic workload statistics.

*All other portions of Attachment 2 remain unchanged.

2. The Section G clause entitled "ORDERING--BY DESIGNATED ORDERING OFFICERS (EPAAR 1552.216-72) (APR 1984)" has been modified. The text is as follows:

(a) The Government will order any supplies and services to be furnished under this contract by issuing delivery orders on Optional Form 347, or an agency prescribed form, from the effective date of the contract through the expiration date of the contract. In addition to the Contracting Officer, the following individuals are authorized ordering officers:

Duly warranted Contracting Officers of the EPA Superfund/RCRA Procurement Operations Division, Washington, DC acting within their authority.

(b) A Standard Form 30 will be the method of amending delivery orders.

(c) The Contractor shall acknowledge receipt of each order and shall prepare and forward to the Ordering Officer within **three (3) working days** the proposed staffing plan for accomplishing the assigned task within the period specified.

(d) If the Contractor considers the estimated labor hours or specified work

completion date to be unreasonable, he/she shall promptly notify the Ordering Officer and Contracting Officer in writing within **three (3) working days**, stating why the estimated labor hours or specified completion date is considered unreasonable.

(e) Each delivery order will have a ceiling price, which the Contractor may not exceed. When the Contractor has reason to believe that the labor payment and support costs for the order, which will accrue in the next thirty (30) days, will bring total cost to over 85 percent of the ceiling price specified in the order, the Contractor shall notify the Ordering Officer.

(f) Paragraphs (c), (d), and (e) of this clause apply only when services are being ordered.

3. The Section H clause entitled "EPA REGIONAL CROSSOVER" has been modified. The text is as follows:

(a) In the event of the contractor's potential or actual conflict of interest in conducting a specific task order (as determined by the Contracting Officer), or when the maximum amount of effort has already been ordered or is about to be ordered by the Government, or in any other situation in which it is determined to be in the best interest of the Government, professional services for this Region may be ordered through another Region's contract.

(b) The Contractor agrees to accept task orders for services within any other Region, provided the amount of such services, in addition to other work performed under this contract, does not exceed the maximum amounts specified in the Section B clause titled "Minimum and Maximum Amounts." The Government may require the Contractor to perform a regional crossover task order for ESAT in any of the following EPA Regions in the event of a COI or in any other situation in which it is determined by the Contracting Officer to be in the best interest of the Government:

Region I	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont
Region II	New Jersey, New York, Puerto Rico, and Virgin Islands
Region III	Delaware, D.C., Maryland, Pennsylvania, Virginia, West Virginia
Region IV	North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Tennessee, and Kentucky
Region V	Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin
Region VI	Arkansas, Louisiana, New Mexico, Oklahoma, and Texas

Region VII Iowa, Kansas, Missouri, and Nebraska

Region VIII Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

Region IX Arizona, California, Hawaii, Nevada, American Samoa and Guam

Region X Alaska, Idaho, Oregon and Washington

4. The attachment entitled "TECHNICAL PROPOSAL INSTRUCTIONS" has been modified. The text is as follows:

INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL PROPOSALS

 You are advised to closely read and understand all aspects of the technical Proposal instructions and evaluation criteria before preparing a technical Proposal. The following sections provide further details regarding the written technical Proposal. Please note that the terms "offerors", "you", "your", etc., as used below, refer to the prime contractor, all subcontractors, consultants, and any other team subcontractors.

 Your technical Proposal should be comprehensive and explicit. All qualifications, experience, and capability should directly relate to the services required by the Statement of Work (SOW). The Offeror's approach to the following requirements must clearly demonstrate the offeror's ability to technically and administratively satisfy each tenet of each requirement and demonstrate the offeror's continued commitment to satisfy each requirement throughout the life of any resultant contract.

A. General Instructions

 Technical proposals shall be prepared using the following guidance:

1. Length

 The maximum length of the written technical proposals shall be 50 pages (25 double sided pages) on 8 1/2" x 11" paper, using no less than 10 point character size and no less than an average of 3/4" all around for margins. **The following items ARE excluded from the above-stated page limitation: letters of transmittal, cover page, table-of-contents, resumes, scenario responses, the Quality Management Plan, past performance questionnaires (maximum 10 questionnaires), dividers, and charts (maximum 15 pages of charts).** Foldout pages are considered as the total number of 8-1/2 by 11 inch pages or fractions thereof which they contain. Offerors are strongly urged to be as succinct, clear and concise as possible in writing the Proposal and adhering to the page limitation.

2. Organization

Offerors are advised to supply all information in the sequence and format specified below. The Offeror's proposal and supporting documentation must provide a sufficient basis for a thorough evaluation of the proposal and provide the information needed to evaluate the Proposal in accordance with the evaluation factors set forth in Provision M.3. It is suggested that proposals be placed in binders with dividers clearly indicating the following sections:

- a. Technical Expertise/Sample Scenarios
- b. Past Performance
- c. Personnel Qualifications
- d. Management Approach
- e. Corporate Experience
- f. Quality Assurance
- g. Small Disadvantaged Business Participation

3. Charts

Offerors are encouraged to use quantitative and graphical methods to portray facts whenever possible, through the use of charts, lists, matrices, diagrams, tabulations, etc. These charts (maximum of 15 pages) are **excluded** from the proposal page limitation. It is recommended that an organizational chart be included.

4. Prohibition of Cost Data

All costs or pricing details **must** be omitted from the technical proposal.

5. Exceptions

Any exceptions or conditional assumptions taken with respect to the requirements of this RFP shall be fully explained in the proposal. Please note that the Government anticipates making an award without discussions; therefore, exceptions or deviations may render your proposal ineligible for an award without discussions.

B. Specific Requirements of the Written Proposal

1. Technical Expertise and Sample Scenarios

Hazardous Samples and Data Review

The offeror shall describe its procedures for handling, preparing, and analyzing hazardous waste samples and in performing analytical data review and evaluation

Technical Training

Describe the proposed approach for the following: 1) Training - identify the types of training and appropriate schedules to be provided for in-house staff and subcontractor personnel; 2) Health and Safety - delineate the corporate health and safety program for protecting employees working on this contract; and 3) Equipment - procedures for tracking, storing, procuring, and repairing the equipment under this contract.

The offeror shall explain how the scenarios described below would be handled if the offeror were selected for award of this contract. The offeror should make scenario assumptions and provide a detailed response. The response shall be limited to two single-spaced typed pages, including assumptions.

A. Scenario 1 - Data Review/Data Validation

An EPA manager has completed the review of a data deliverable submitted by ESAT laboratory personnel. The number and types of Quality Control anomalies in the data package cause the EPA Manager to question whether these results of sample analyses are sufficiently valid to meet the client's needs. Specifically, data from spike and/or surrogate recoveries are sufficiently outside of the established QC limits to require ESAT to provide an in-depth technical evaluation and explanation prior to EPA acceptance of the deliverable and, subsequently, data release to the client. The ESAT contractor has merely pointed out that these data do not meet the Region's QC criteria, with no further explanation as to the effect of these anomalies on the usability of the data. Discuss the implications of these data anomalies if submitted to the data user, the approach which ESAT would take in informing EPA of these causes of the anomalies, and the role you perceive ESAT assuming in the resolution/clarification of these data package inconsistencies.

B. Scenario 2 - Analytical Methods Development

A high-priority emergency situation is brought to the attention of the ESAT TM by the EPA Project Officer. A series of soil, vegetation, honey, and bovine blood samples will soon be arriving for quick-turnaround analysis for a new commercially available chlorinated pesticide. A quick search of EPA analytical methods compendia has located a series of analytical methods which can be used directly, or modified, to analyze for the pesticide in all of the collected matrices. These samples were taken as the result of an accidental overflight by a commercial crop-spraying aircraft over a prominent state senator's farm. There are both imminent health and political concerns and implications involved with this technical assignment and quick-turnaround analysis is essential. You must be able to analyze for the pesticide in all the sample media mentioned above and be able to adequately document and validate the analytical results. Failure to provide quick and accurate analytical results could potentially lead to adverse health consequences for the property owners. The pressure here is tremendous! Discuss the technical

implications of this analytical assignment and designate the specific approach which you would employ to ensure that the analytical methods are all followed exactly and that all quality requirements and criteria are met, i.e., the data can all be validated as being useable for the intended purpose(s).

C. Scenario 3 - Hours, Days, and Weeks

The EPA ESAT Project Officer has been bombarded with complaints from the EPA Program Managers regarding the number of ESAT deliverables which are produced beyond the time committed for the work by the EPA Laboratory Manager. Although the overall analytical quality of the ESAT deliverables is judged to be excellent, an unacceptable number of ESAT deliverables are submitted late, sometimes by 7 or more days after the promised turn-around. As a result, EPA Program Managers have been forced to divert and devote considerable resources to reschedule activities or decisions because of the late deliverables. These late submissions have persisted in spite of a increased level of EPA Project Officer notification of the ESAT Team Manager of upcoming dead-lines. The EPA Program Managers have escalated the matter to the Division Director. From the ESAT Team Manager's perspective, discuss the implications of this issue and the specific resource-sparing operational approach you would employ to assure that these all-too-frequent late deliverables would be eliminated by ESAT and that ESAT's mission of timely, useable deliverables submitted to EPA would be met. Discuss the system of checks and balances to be used to ensure that these problems will not reoccur in the future.

2. Past Performance

a. General Requirements

The Offeror (and all team subcontractors with a proposed subcontract value in excess of \$1 million) shall also complete the top portion of the Past Performance Questionnaire for any previous and/or current contract and/or subcontract work that the Offeror determines is directly related to the requirements under this RFP. Offerors should submit one form directly to each client or reference for whom they have performed work similar in scope to the requirements in the SOW for this RFP utilizing the client authorization letter in attachment 4. Multiple Project Summaries describing work performed for the same client under the same contract should be included on the same questionnaire form.

Offerors should not provide general information concerning their performance on the identified contracts. General performance information will be obtained from the references. Offerors may describe any quality awards or certifications that indicate the offeror possesses a high-quality process for developing and producing the products or services required. Such awards or

certifications include, for example, the Malcolm Baldrige Quality Award, Government quality awards/recognition, and private sector awards or certifications. If not bestowed upon the entire company, identify the segment or division of the company that received the award and/or certification. If the award or certification is more than three (3) years old, present evidence that qualifications still apply.

Past Performance information will be used for both responsibility determinations and as an evaluation factor against which Offeror's relative rankings will be compared to assure the best value to the Government. The Government will focus on information that demonstrates quality of performance relative to the size, complexity, and nature of the procurement under consideration. The "Past Performance Questionnaire" will be used to collect this information. References other than those identified by the Offeror on the Past Performance Questionnaires may be contacted by the Government and used in the evaluation of the Offeror's past performance.

In accordance with FAR 15.305(a)(2)(ii), offerors may also identify problems encountered on the identified contracts and discuss the corrective actions that offerors have implemented to ensure that the problems are not likely to occur again. Note: If the offeror has overrun any cost-type Government contract or subcontract in the last two years, list the agency funding the work, the contract number, the amount of the contract, the overrun, and the reason for the overrun. Under no circumstances will the individual names of responding references be disclosed.

a. Past Performance Summary

Offerors should prepare a summary statement of the information contained in their Past Performance Questionnaires that discusses how the information provided relates to the subject SOW and the Offeror's overall approach to supporting EPA under this contract. This narrative should outline the highlights of the Offeror's previous experience and their overall qualifications for effectively meeting the requirements of the SOW.

3. Personnel Qualifications

Offerors shall provide resumes for "Key Personnel". For each key individual proposed, please indicate the percentage of time the person will be able to devote to any resultant contract.

Resumes shall be limited to two (2) pages and shall demonstrate that proposed personnel possess the qualifications necessary to successfully manage and perform the Statement of Work (SOW). Key personnel should be senior people with appropriate credentials who are capable of providing project management and review. Resumes should be referenced in this section for key people providing their education, experience (including specific dates (months & years) of employment in each position), scientific or technical accomplishments, and total number of years of experience. That is, for

example, one (one) year of experience equals twelve (12) full months of work experience. A person cannot be proposed for more than one labor category. The following are considered Key Personnel by the government:

ESAT Team Manager
 Senior Inorganic Chemist
 Senior Organic Chemist (2)
 Quality Assurance Chemist
 Data Validaiton Chemist

You may include additional key personnel with an explanation of why you consider them important to the performance of the contract.

Labor Mix and Readiness

Offerors shall submit a Labor Category Mix Matrix for the first year of the contract, demonstrating how they plan to distribute the level of effort among the prime and subcontracting team by labor category. Offerors shall discuss how they plan to effectively meet the requirements of the contract through the roles and responsibilities of their team members. Provide a project organization scheme including identification of formal work groups and functional coverage. If the Offeror determines that inclusion of resumes for non-key personnel would strengthen their proposal, these must be limited to one (1) page per person.

Offerors shall demonstrate the ability to provide the appropriate personnel to perform the tasks in the Statement of Work, either through in-house personnel or through subcontractors in the make-up of the team. The chart should clearly identify the lead-time after contract award for becoming fully operational. The Offeror's discussion shall identify the percentage of personnel currently trained in health and safety procedures so as to be available for task orders early in the contract.

4. Management Approach

Offerors shall describe their approach to planning, organizing, and carrying out contract activities as presented in the SOW to ensure effective, efficient, timely, and responsive support. This shall include their description of a proposed management plan, including subcontractors. Offerors shall discuss how they plan to effectively meet the requirements of the contract through the roles and responsibilities of their team members, and through lines of authority and communication within the organization, their ability to integrate the complex tasks of the SOW, oversee their concurrent implementation, and their ability to resolve potential problems which may occur during contract performance. Offerors shall demonstrate their ability to commit personnel and maintain a high degree of responsiveness to the periodic, unpredictable nature of activities associated with the SOW. Offerors shall provide information describing quick turn-around responsiveness

procedures to critical task orders. The management plan shall include a mobilization plan which demonstrates the offerors ability to have all key personnel on-site within 5 days of the effective date of contract award and all other staff within 15 days of the effective date of contract award. The plan shall include a time-phased chart detailing all activities during project mobilization. Delineate the number of in-house personnel and sub-contractor personnel, the number of new hires by position, and the number of relocations in the mobilization plan. The offeror shall detail their experience in managing complex accounting of site-specific costs and project specific costs. The Offeror will also be evaluated on the adequacy of the Management Information System to effectively manage the technical and financial aspects of a project of the magnitude and complexity envisioned by this RFP. The proposal should include a discussion of the accounting system for the project, and methods employed to identify and record costs on a site-specific and activity basis. Site-specific cost documentation must be readily retrievable and sufficiently identifiable to enable cross-referencing with payment vouchers for purposes of cost recovery litigation. The accounting system must generate reports and documentation which are consistent with each other. Describe procedures for making corrections for errors in reports.

5. Corporate Experience

The Offeror shall describe their corporate experience (including subcontractors and affiliates) in providing services that are the same or similar to the tasks of the SOW. Specifically, offerors shall submit a list of all contracts and subcontracts currently in process, or completed within the past five (5) years, which are similar in nature to this requirement. Contracts listed may include those entered into with federal, state, or local governments, and commercial businesses. Specifically, the Offeror (including all proposed team subcontractors) shall provide the following information for each contract/subcontract listed:

- a. name of contracting activity/commercial business;
- b. contract title and number;
- c. contract type and total contract/subcontract value;
- d. brief description of contract/subcontract and the areas or fields of expertise involved;
- e. period of performance.
- f. any affiliation between offeror and client

This list should demonstrate the Offeror's (including prime contractor, team subcontractors and consultants) experience in managing contracts that are similar to the scope, dollar amount and complexity of this requirement. The Offeror should also demonstrate their experience in resolving problems similar in nature to those expected under this contract.

The offeror, and any subcontractors, will be evaluated on the extent and

depth of their relevant management and technical project experience, and anticipating or resolving potential problems during contract performance.

6. Quality Assurance/Quality Control

Quality Assurance/Quality Control (QA/QC) is an essential element of this program. As a part of the proposal, a Quality Management Plan shall be submitted which details how the offeror shall accomplish the QA requirements of the SOW. This Quality Management Plan shall be consistent with the requirements referenced in Attachment 7, Reports of Work, and must address the following: 1) The offeror's ability to implement a QA program which is consistent with the Agency's QA specifications and 2) an organizational chart showing the QA implementation within the organization.

7. Small Business Participation

The offeror shall clearly identify the extent of their commitment to use small disadvantaged business concerns in the performance of the work under the contract in the authorized SIC major groups. The offeror shall identify which labor categories (key personnel and those identified in the staffing plan) will be provided by a Small Disadvantaged Business.

5. The attachment entitled "COST PROPOSAL INSTRUCTIONS" has been modified. The text is as follows:

SCHEDULE 1**COST PROPOSAL MODEL****CONTRACT SUMMARY** - All years**COST ELEMENT**

	TOTAL HOURS	TOTAL COST
A. DIRECT LABOR:		
KEY PERSONNEL (AS PROPOSED):		
TEAM MANAGER (ESAT)		
NON KEY PERSONNEL: (TO BE DETERMINED BY OFFEROR)		
1. TOTAL PROFESSIONAL LOE		
2. TOTAL CLERICAL/OTHER HOURS (if applicable)		
TOTAL - DIRECT LABOR		
B. FRINGE :(if applicable)		
_____ % (identify base)		
C. LABOR OVERHEAD: (if applicable)		
_____ % (identify base)		
TOTAL - DIRECT LABOR, FRINGE & OVERHEAD		
D. OTHER DIRECT COSTS:		
ODC - RFP SPECIFIED		
TRAVEL - RFP SPECIFIED		
E. TEAM SUBCONTRACTORS/SUBCONTRACTORS/ CONSULTANTS		
1.		
2.		
3.		
TOTAL - SUBCONTRACTORS/CONSULTANTS		
F. SUBTOTAL - ESTIMATED COST WITHOUT G&A		
G. G&A EXPENSE: (if applicable)		
_____ % (identify base)		
H. TOTAL ESTIMATED COSTS		
I. FIXED FEE: _____ % (identify base)		
J. TOTAL ESTIMATED COST AND FIXED FEE		

****PLEASE NOTE: THIS COST PROPOSAL MODEL/SCHEDULE SHOULD BE TAILORED TO COMPANY SPECIFIC ACCOUNTING PRACTICES****

SCHEDULE 1A - Base Period

COST PROPOSAL MODEL

CONTRACT SUMMARY - BASE PERIOD - YEARS 1 THROUGH 3

COST ELEMENT

	TOTAL HOURS	TOTAL COST
A. DIRECT LABOR:		
KEY PERSONNEL (AS PROPOSED):		
TEAM MANAGER (ESAT)		
NON KEY PERSONNEL: (TO BE DETERMINED BY OFFEROR)		
1. TOTAL PROFESSIONAL LOE		
2. TOTAL CLERICAL/OTHER HOURS (if applicable)		
TOTAL - DIRECT LABOR		
B. FRINGE :(if applicable)		
_____ % (identify base)		
C. LABOR OVERHEAD: (if applicable)		
_____ % (identify base)		
TOTAL - DIRECT LABOR, FRINGE & OVERHEAD		
D. OTHER DIRECT COSTS:		
ODC - RFP SPECIFIED		
TRAVEL - RFP SPECIFIED		
E. TEAM SUBCONTRACTORS/SUBCONTRACTORS/ CONSULTANTS		
1.		
2.		
3.		
TOTAL - SUBCONTRACTORS/CONSULTANTS		
F. SUBTOTAL - ESTIMATED COST WITHOUT G&A		
G. G&A EXPENSE: (if applicable)		
_____ % (identify base)		
H. TOTAL ESTIMATED COSTS		
I. FIXED FEE: _____ % (identify base)		
J. TOTAL ESTIMATED COST AND FIXED FEE		

****PLEASE NOTE: THIS COST PROPOSAL MODEL/SCHEDULE SHOULD BE TAILORED TO COMPANY SPECIFIC ACCOUNTING PRACTICES****

SCHEDULE 1.A1**BASE PERIOD - CONTRACT YEAR 1****COST ELEMENT**

		HOURLY RATE	YEAR 1 COST
A.	DIRECT LABOR:	HOURS	
A.	DIRECT LABOR:	58,240	

KEY PERSONNEL (As proposed):

TEAM MANAGER (ESAT)

NON KEY PERSONNEL: (As proposed)**TOTAL - DIRECT LABOR**

B. FRINGE :(if applicable)
 _____% (identify base)

C. LABOR OVERHEAD: (if applicable)
 _____% (identify base)

TOTAL - DIRECT LABOR, FRINGE & OVERHEAD

D. OTHER DIRECT COSTS:
 ODCS - RFP SPECIFIED
 TRAVEL - RFP SPECIFIED

E. TEAM SUBCONTRACTORS/SUBCONTRACTORS/
 CONSULTANTS

- 1.
- 2.
- 3.

TOTAL - SUBCONTRACTORS/CONSULTANTS

F. SUBTOTAL - ESTIMATED COST WITHOUT G&A

G. G&A EXPENSE: (if applicable)
 _____% (identify base)

H. TOTAL ESTIMATED COSTS

I. FIXED FEE: _____% (identify base)

J. TOTAL ESTIMATED COST AND FIXED FEE

****PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO COMPANY SPECIFIC ACCOUNTING PRACTICES****

SCHEDULE 1.A2**BASE PERIOD - CONTRACT YEAR 2****COST ELEMENT**

		HOURLY RATE	YEAR 2 COST
A.	DIRECT LABOR:	HOURS	
A.	DIRECT LABOR:	58,240	
	<u>KEY PERSONNEL (As proposed):</u>		
	TEAM MANAGER (ESAT)		
	NON KEY PERSONNEL: (As proposed)		
	TOTAL - DIRECT LABOR		
B.	FRINGE :(if applicable) _____ % (identify base)		
C.	LABOR OVERHEAD: (if applicable) _____ % (identify base)		
	TOTAL - DIRECT LABOR, FRINGE & OVERHEAD		
D.	OTHER DIRECT COSTS: ODCS - RFP SPECIFIED TRAVEL - RFP SPECIFIED		
E.	TEAM SUBCONTRACTORS/SUBCONTRACTORS/ CONSULTANTS		
	1.		
	2.		
	3.		
	TOTAL - SUBCONTRACTORS/CONSULTANTS		
F.	SUBTOTAL - ESTIMATED COST WITHOUT G&A		
G.	G&A EXPENSE: (if applicable) _____ % (identify base)		
H.	TOTAL ESTIMATED COSTS		
I.	FIXED FEE: _____ % (identify base)		
J.	TOTAL ESTIMATED COST AND FIXED FEE		

****PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO COMPANY SPECIFIC ACCOUNTING PRACTICES****

SCHEDULE 1.A3**BASE PERIOD - CONTRACT YEAR 3****COST ELEMENT**

		HOURLY RATE	YEAR 3 COST
A.	DIRECT LABOR:	HOURS	
A.	DIRECT LABOR:	58,240	

KEY PERSONNEL (As proposed):

TEAM MANAGER (ESAT)

NON KEY PERSONNEL: (As proposed)

TOTAL - DIRECT LABOR

B. FRINGE :(if applicable)
 _____% (identify base)

C. LABOR OVERHEAD: (if applicable)
 _____% (identify base)

TOTAL - DIRECT LABOR, FRINGE & OVERHEAD

D. OTHER DIRECT COSTS:
 ODCS - RFP SPECIFIED
 TRAVEL - RFP SPECIFIED

E. TEAM SUBCONTRACTORS/SUBCONTRACTORS/
 CONSULTANTS

- 1.
- 2.
- 3.

TOTAL - SUBCONTRACTORS/CONSULTANTS

F. SUBTOTAL - ESTIMATED COST WITHOUT G&A

G. G&A EXPENSE: (if applicable)
 _____% (identify base)

H. TOTAL ESTIMATED COSTS

I. FIXED FEE: _____% (identify base)

J. TOTAL ESTIMATED COST AND FIXED FEE

****PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO COMPANY SPECIFIC
 ACCOUNTING PRACTICES****

SCHEDULE 2A - Optional Period**COST PROPOSAL MODEL****CONTRACT SUMMARY - OPTIONAL PERIOD - YEARS 4 THROUGH 5****COST ELEMENT**

	TOTAL HOURS	TOTAL COST
A. DIRECT LABOR:		
KEY PERSONNEL (AS PROPOSED):		
TEAM MANAGER (ESAT)		
NON KEY PERSONNEL: (TO BE DETERMINED BY OFFEROR)		
1. TOTAL PROFESSIONAL LOE		
2. TOTAL CLERICAL/OTHER HOURS (if applicable)		
TOTAL - DIRECT LABOR		
B. FRINGE :(if applicable)		
_____ % (identify base)		
C. LABOR OVERHEAD: (if applicable)		
_____ % (identify base)		
TOTAL - DIRECT LABOR, FRINGE & OVERHEAD		
D. OTHER DIRECT COSTS:		
ODC - RFP SPECIFIED		
ODC - Contractor specific		
TRAVEL - RFP SPECIFIED		
E. TEAM SUBCONTRACTORS/SUBCONTRACTORS/ CONSULTANTS		
1.		
2.		
3.		
TOTAL - SUBCONTRACTORS/CONSULTANTS		
F. SUBTOTAL - ESTIMATED COST WITHOUT G&A		
G. G&A EXPENSE: (if applicable)		
_____ % (identify base)		
H. TOTAL ESTIMATED COSTS		
I. FIXED FEE: _____ % (identify base)		
J. TOTAL ESTIMATED COST AND FIXED FEE		

****PLEASE NOTE: THIS COST PROPOSAL MODEL/SCHEDULE SHOULD BE TAILORED TO COMPANY SPECIFIC ACCOUNTING PRACTICES****

SCHEDULE 2.A1**OPTIONAL PERIOD - CONTRACT YEAR 4****COST ELEMENT**

		HOURLY RATE	YEAR 4 COST
A.	DIRECT LABOR:	HOURS	
A.	DIRECT LABOR:	58,240	

KEY PERSONNEL (As proposed):

TEAM MANAGER (ESAT)

NON KEY PERSONNEL: (As proposed)

TOTAL - DIRECT LABOR

B. FRINGE :(if applicable)
_____ % (identify base)C. LABOR OVERHEAD: (if applicable)
_____ % (identify base)

TOTAL - DIRECT LABOR, FRINGE & OVERHEAD

D. OTHER DIRECT COSTS:
ODCS - RFP SPECIFIED
ODCs - Contractor specific
TRAVEL - RFP SPECIFIEDE. TEAM SUBCONTRACTORS/SUBCONTRACTORS/
CONSULTANTS

- 1.
- 2.
- 3.

TOTAL - SUBCONTRACTORS/CONSULTANTS

F. SUBTOTAL - ESTIMATED COST WITHOUT G&A

G. G&A EXPENSE: (if applicable)
_____ % (identify base)

H. TOTAL ESTIMATED COSTS

I. FIXED FEE: _____ % (identify base)

J. TOTAL ESTIMATED COST AND FIXED FEE

****PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO COMPANY SPECIFIC ACCOUNTING PRACTICES****

SCHEDULE 2.A2**OPTIONAL PERIOD - CONTRACT YEAR 5****COST ELEMENT**

	HOURS	HOURLY RATE	YEAR 5 COST
A. DIRECT LABOR:			
A. DIRECT LABOR:	58,240		

KEY PERSONNEL (As proposed):

TEAM MANAGER (ESAT)

NON KEY PERSONNEL: (As proposed)

TOTAL - DIRECT LABOR

B. FRINGE :(if applicable)
_____ % (identify base)C. LABOR OVERHEAD: (if applicable)
_____ % (identify base)

TOTAL - DIRECT LABOR, FRINGE & OVERHEAD

D. OTHER DIRECT COSTS:
ODCS - RFP SPECIFIED
ODCs - Contractor Specific
TRAVEL - RFP SPECIFIEDE. TEAM SUBCONTRACTORS/SUBCONTRACTORS/
CONSULTANTS

- 1.
- 2.
- 3.

TOTAL - SUBCONTRACTORS/CONSULTANTS

F. SUBTOTAL - ESTIMATED COST WITHOUT G&A

G. G&A EXPENSE: (if applicable)
_____ % (identify base)

H. TOTAL ESTIMATED COSTS

I. FIXED FEE: _____ % (identify base)

J. TOTAL ESTIMATED COST AND FIXED FEE

****PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO COMPANY SPECIFIC ACCOUNTING PRACTICES****

6. The attachment entitled "PREPROPOSAL CONFERENCE QUESTIONS" has been added. The text is as follows:

Region 7 Preproposal Conference
July 6, 2000 1:30 PM

Conducted by:

Rachel Schwartz, Contracting Officer
Harold Brown, Project Officer

Attendees:

Ziyad Rajabi	Lockheed Martin
Chuck Hajinian	The Seacrest Group
Bill Shearer	The Seacrest Group
Ken Fucik	The Seacrest Group
Barry Evans	EPA Region 7
Larry Marchin	EPA Region 7
Tara Anderson	ManTech
Barry Miller	ManTech
Ronald A. Ross	ManTech
Colleen Walling	EPA Headquarters

Contracting Officer's Presentation:

NOTHING SAID HERE TODAY AMENDS IN ANY WAY THE SOLICITATION AS WRITTEN - REVISIONS MUST BE MADE THROUGH AN AMENDMENT - ABSENT THE AMENDMENT THE RFP STANDS AS CURRENTLY WRITTEN.

The amendment will be posted on the Web page with the solicitation. Your technical questions need to be sent to

me at schwartz.rachel @epa.gov by COB July 11. I expect to issue an amendment by July 14. I do not anticipate extending the due date for proposals.

Award without discussions - please submit your best offer the first time.

ID/IQ contract with work being ordered by negotiated task orders with fixed and cost reimbursable pricing arrangements allowed. One award is anticipated.

With this in mind, I would like you to read all of the clauses, but read the following clauses more closely:

B.1 MINIMUM AND MAXIMUM AMOUNTS: The minimum contract amount will be \$250,000 per option period. You being asked to propose based on the maximum LOE - The governments most realistic number of hours per year is provided in Section L.

F.5 PERIOD OF PERFORMANCE - One three year base period with a two-year option period.

H.2, H.3, and H.4 - all deal with conflicts of interest. Please note that CLP is excluded from this procurement.

H.8 OPTIONAL PLACE OF PERFORMANCE - Note that the Region 7 laboratory will be moving some time during the period of performance for this contract. The space and equipment provided in the new facility will be comparable in size and function to that provided here.

H.24 KEY PERSONNEL - The positions that we consider key personnel are listed. You are allowed to propose additional key personnel with rationale as to why the additional key personnel are needed.

Section K - REPRESENTATIONS AND CERTIFICATIONS - Must be completed and submitted with your cost proposal.

L.5 HISTORICAL DISTRIBUTION OF EFFORT BY STATEMENT OF WORK TASK AREA:

Shows the historical distribution of the workload by SOW task and also gives a good estimate of the anticipated annual workload of 28,500 hours. Additionally, the cost proposal instructions give a break out of the work load by subtask.

L.8 through L.12 deal with COI. Very important clauses. L.8 required the contractor to certify that no conflicts of interest exist or if it cannot certify that no conflict exists it shall provide a disclosure statement in the proposal L.9 and L.10 defines commercial laboratory community and states that CLP is prohibited from contract award. L.11 outlines how to prepare your COI plan in conjunction with attachment 5. L.12 tells how the COI plan will be evaluated.

L.15 GENERAL FINANCIAL AND ORGANIZATION INFORMATION - please provide the required information with your cost proposal. This clause used to be in Section K.

L.21 - SUBCONTRACTING GOALS FOR UTILIZATION OF SMALL BUSINESS, SMALL DISADVANTAGED BUSINESS, AND WOMAN-OWNED SMALL BUSINESS CONCERNS

Gives agency goals for subcontracting.

L.23 SUBCONTRACTING PROGRAM PLAN FOR UTILIZATION OF SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS CONCERNS - Lets you know you have to submit a subcontracting plan with your

offer as called for by FAR 52.219-9

L.30 SUBMISSION OF QUALITY MANAGEMENT PLAN - Outlines the requirement to submit a Quality Management Plan with your offer.

M.3 EVALUATION FACTORS FOR AWARD

Attachment 2 - Technical Proposal Instructions - Remember we are awarding without discussions. Please read this carefully. Under paragraph 3, Personnel Qualifications there is reference to a clause in Section L. That clause does not exist and the sentence referring to that clause will be deleted by amendment.

Attachment 3 - Cost Proposal Instructions - Read carefully. Page 4 of 16 gives the hours for each performance period and a break out of work by subtask. Page 6 of 16 provides plug figures for ODCs.

Harold Brown will go over the technical requirements and then take us on the on-site tour of the facility. (See the work load statistics included as attachments to the amendment).

You are welcome to ask questions as we go, However, I do need for you to put questions in writing so that they can be captured in the upcoming amendment.

All questions received, both in writing and verbally, will be listed and answered in the amendment.

Questions and Answers:

Are employees on site every day or do they come and go as needed?

A. We anticipate keeping the Team very busy with work, so that we anticipate a consistent daily presence of the vast majority of the team members at any one time. The call will have to be made by the Contractor Team Leader, consistent with what we anticipate to be a very brisk work load.

What does ESAT do with the air canisters?

A. ESAT may be tasked to prepare the canisters for field use, i.e. clean and prepare, and/or analyze the contents of the canisters for environmental contaminants upon their return to the laboratory from the field.

Is there one set of SOPs?

A. ESAT must follow Region VII's specified list of SOPs. The listing of SOPs is extensive and covers all aspects of our analytical and operational programs.

How often are SOPs updated and who updates the SOPs?

A. SOPs are updated on an as-needed basis, with our target being a review of each SOP at least every two years. EPA takes the lead on the SOP up-date activity, but ESAT may be tasked to review and comment on certain of the SOPs, with EPA exercising the final decision.

Will the new High Resolution GC/MS replace the old piece of equipment or will you retain both?

A. The new instrument will replace the older model, with no plans to retain the older instrument.

Who maintains the laboratory equipment?

A. Each analyst is expected to complete routine maintenance procedures on the instruments which they use, as that upkeep is required to maintain optimal performance of the instrument; major maintenance and repair is done by services contracts with appropriate service organizations.

Will the contractor do electroshocking?

A. It is not anticipated that the contractor will do any fish electroshocking activity.

Does Region VII do drum analysis?

A. When required, Region VII does analyze drum samples.

Who rents the PM2.5 vehicle?

A. The contractor will use the method of short-term episodic leasing of vehicles to satisfy the requirements of the program. These short-term leases will generally not exceed two weeks for any given leasing. The contractor makes the arrangements for the leasing, picks up and returns the vehicles, and charges the costs against the contract.

Are the PM2.5 vehicles leased long-term?

A. No, as per the answer above.

Is the new laboratory being built from scratch?

A. The new laboratory will be built from the ground up to Agency specifications, i.e., the building will be a totally new structure.

Who is the incumbent contractor for this requirement?

A. ManTech Environmental Technology, Inc.
A Subsidiary of ManTech International Corporation

PO Box 12313
Research Triangle Park, NC 27709

We can't guarantee that the people proposed in the RFP will still be available to work on the contract. How is this handled?

A. Key personnel must be replaced in accordance with clause H.24, KEY PERSONNEL. Other personnel must be replaced with personnel having comparable education and experience.

Is the contractor going to be indemnified from potential pollution liabilities which may exist at the time the company assumes the contract?

A. The contractor could potentially be liable for any pollution liabilities resulting from negligence of the contractor's staff in performance of the contract.

Is there going to be one contract for each region including Region 8? Region 8 is not included in clause H.32, EPA REGIONAL CROSSOVER.

A. All ten regions will have their own ESAT contract. Region 8 was inadvertently omitted from clause H.32. A corrected version of the clause is included in this amendment.

Reference Section L.6 Identification of Uncompensated Overtime This section requires Offerors to provide the Government with uncompensated overtime rates in as much detail as compensated rates, for rates based on a 40 hour work week. Please clarify to the Offeror, will the Government use this 40 hour work week adjusted price in the evaluation of total price?

A. Yes

Reference Section G.9 Indirect Costs. The RFP states the need for a Certificate of Current Cost or Pricing Data upon establishment of final indirect rates. Indirect rates are usually certified with a Certificate of Indirect Costs. Will this document satisfy the requirement noted in G.9?

A. The Certificate of Current Cost or Pricing data is submitted each year to the cognizant agency with the data used to establish the final rates. The certificate of indirect costs is what you receive once the rates have been established by the cognizant agency.

Reference L. 17 and Attachment 2, A.1 The RFP requires a minimum of five completed contracts and subcontracts and all current contracts and subcontracts similar in nature to this requirement to be included in the Past Performance section. If an Offeror has the minimum of five contracts to cite this would amount to five pages of summary information and 10 pages of essentially blank questionnaires. The instructions clearly state that questionnaires are NOT excluded from the 50-page limitation. Is it the Government's intention to count the essentially blank questionnaires as part of the 50-page limitation?

A. Attachment 2, Technical Proposal instructions has been revised to exclude past performance questionnaires from the 50-page limitation. However, the past performance summary is still included in the 50-page limitation.

With regards to page length, will the Quality Assurance Plan be counted in the 50 page limit?

A. No. Attachment 2, Technical Proposal Instructions, has been revised to exclude the Quality Management Plan from the 50 page limitation.

Also with regards to page limit, will the past performance questionnaires be counted in the 50 page limit? If so, and we assume five references for a total of 10 pages, what happens if a reference chooses to submit more than 2 pages and the 50 page limit is exceeded as a result?

A. As stated above, Attachment 2, Technical Proposal Instructions has been revised to exclude past performance questionnaires from the 50-page limitation. However, the past performance summary is still included in the 50-page limitation.

Is a Conflict of Interest Plan required to be included in the offeror's proposal or just a certification regarding conflicts of interest?

A. A Conflict of Interest Plan is required to be included in the proposal. See clause L.11, ORGANIZATIONAL CONFLICT OF INTEREST PLAN and Attachment 5, Minimum Standards for the Preparation of the COI Plan.

7.The attachment entitled "Historic Workload Statistics" has been added.